

EDITED TASK LISTING

CLASS: Special Agent-In-Charge, Department of Corrections

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	As a manager plans, coordinates and directs staff in criminal and administrative investigations including case management, service of legal documents, arrests and prosecution, and general operational oversight to ensure compliance with legal and regulatory guidelines, and ensuring the safety of the department and the public utilizing effective management skills on a daily basis.
2.	As a manager, plans, coordinates, and/or participates in enforcement actions involving administrative and/or criminal investigations utilizing undercover operations, surveillance (electronic, covert, stationary, mobile, and aerial) and law enforcement methodology to obtain evidence for criminal and/or administrative adjudication as needed and/or directed.
3.	Plan, direct, and coordinate with law enforcement agencies in multi-jurisdictional investigations resulting in criminal and/or administrative adjudication to ensure public safety utilizing law enforcement methodology as needed or directed
4.	Appear as witnesses in representing the Department in criminal, administrative, and/or civil hearings providing testimony utilizing communication skills, knowledge, expertise, etc. as required and/or directed.
5.	Advises and consults with Federal, State, and local law enforcement agencies in the gathering and sharing of intelligence and/or information relating to items of evidence in criminal activity utilizing investigative resources, communication skills, professionalism, etc. as needed.
6.	Gather, analyze and disseminate intelligence data and to provide this information to ensure departmental safety, security and public safety utilizing departmental policies, procedures, etc. via written, verbal or electronic communications, as needed or directed.
7.	Provide training and technical assistance in the latest techniques of enforcement and investigation to local, State and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as needed or directed
8.	Manage the training and technical assistance in the latest techniques of enforcement and investigation to local, State and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as needed or directed
9.	Represents the Department in various settings (e.g., media presentations, conferences, hearings, etc.) to provide information and/or educate the public utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as directed or required.
10.	In accordance with departmental fiscal policy, participate in the management of budgetary process by monitoring, tracking, and prioritizing expenditures to ensure fiscal responsibility.
11.	In accordance with departmental fiscal policy, participates in the development of budgetary process to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources (e.g., laws, rules, policies, procedures, Memorandum of Understanding (MOU)).

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12.	Participates in the development of policies, procedures, etc. relating to Office of Investigative Services (OIS) and/or Law Enforcement and Investigations Unit (LEIU) functions to ensure consistency and compliance with various governmental agencies, laws, rules, regulations, policies, procedures, etc. as required.
13.	Provides training to staff to ensure consistency and compliance with laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g., communication skills, knowledge, etc.) as needed and/or required.
14.	Liaison with the criminal justice system at the local, State and federal levels for intelligence sharing, the preparation of cases for criminal prosecution, and to foster professional working relationships utilizing various resources (e.g., communication skills, interpersonal skills, knowledge, professionalism, etc.) as needed or directed.
15.	Manages staff in conducting threat assessments and providing protective services to Departmental employees, parolees, other external law enforcement agencies, etc. by utilizing law enforcement methodology as needed or directed
16.	Acts in the absence of the Assistant Director to ensure the continued efficient operation of the unit utilizing various resources (e.g., personal experience, knowledge, other staff, etc.) as directed.